

~~SECRET~~
Security Information

25X1A

21 May 1952

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

ATTENTION : Chief, Organization and Methods Service
THROUGH : Assistant Deputy Director, Administration
SUBJECT : Request for Creation of a Scientific and Technical Pool in the Technical Services Staff

1. A program for recruitment of twenty (20) mechanical, chemical, electrical and other engineers graduating from accredited schools, as proposed by [REDACTED] has been approved by the DD/A, the Assistant Director (Personnel), and the Assistant Deputy Director (Administration) for Security. Twenty (20) vacant positions of the lowest priority under the present ceiling of [REDACTED] will be "frozen" to provide for recruitment of these engineers.

2. The concept of this program is that these engineers will be employed at grades GS-7, GS-9 and GS-11 to participate in fundamental research on problems which are not presently within the scope of TSS capabilities.

3. Approval is requested at the earliest possible date for the creation of a Scientific and Technical Pool under the Office of the Chief, to be comprised of the twenty (20) engineers during their first year of service with the Agency. The year in the Scientific and Technical Pool would consist of an all-round training period in the various TSS divisions in accordance with their specialties. At the end of one year of satisfactory service, these personnel will be transferred from the Pool into positions in appropriate TSS divisions. Attached is proposed organization chart.

Attachment

CONCURRENCES:

Acting Chief, TSS/DD/P

Document No. 11

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S

~~SECRET~~

Auth: BDA REG. 77/1783
By: OK

~~SECRET~~
Security Information

/s/ 27 May 1952
Chief, Organization and Methods Service

25X1A

/s/ [REDACTED]
Chief, Class. & Wage 5/22/52

/s/ E. H. Saunders
Comptroller
23 May 1952

~~SECRET~~

Security Information

~~SECRET~~
Security Information

20 May 1952

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

ATTENTION : Chief, Organization and Methods Service
THROUGH : Assistant Deputy Director (Administration) (Special)
SUBJECT : Request for Creation of a Scientific and Technical
Pool in the Technical Services Staff

25X1A 1. A program for recruitment of 20 mechanical, chemical, electrical and other engineers graduating from accredited schools, as proposed by [REDACTED] 25X1A [REDACTED] has been approved by the DD/A, the Assistant Director (Personnel), and the Assistant Deputy Director (Administration) for Security. Twenty (20) positions of the lowest priority under the present ceiling of [REDACTED] will be 25X9 "frozen" to provide for recruitment of these engineers.

2. The concept of this program is that these engineers will be employed at grades GS-7, GS-9 and GS-11 to participate in fundamental research on problems which are not presently within the scope of TSS capabilities.

3. Approval is requested at the earliest possible date for the creation of a Scientific and Technical Pool under the Office of the Chief, to be comprised of the twenty (20) engineers. [REDACTED] during their first year of service. The year in the Scientific and Technical Pool would consist of an all-round training period in the various TSS divisions in accordance with their specialties. At the end of one year of satisfactory service, these personnel would be transferred from the Pool into positions in appropriate TSS divisions. Attached is proposed organization chart.

[REDACTED]
Acting Chief, TSS/DD/P

25X1A

Attachment
CONCURRENCES:

SEE REVERSE FOR ATTACHED INFORMATION

Assistant Deputy Director (Administration) (Special)

~~SECRET~~

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

Security Information

ATTENTION: : Chief, Organization and Methods Service

THROUGH : Deputy Director (Plans)

SUBJECT : Request for Change of Table of Organization,
Increase in Ceiling, and Creation of a Scientific
and Technical Pool under the Office of the Chief

1. PROBLEM.--Recruitment and training of engineers graduating in June 1952 in order that TSS can perform fundamental research on problems which are presently outside its capabilities.

2. ASSUMPTIONS:--

a. It is extremely difficult to attract established and experienced engineers into government service at the grades which must be offered.

b. As an alternative, to assist TSS in fulfilling its overall mission, it appears feasible to recruit engineers graduating from accredited schools and train them in accordance with their specialties. Well qualified mechanical, electrical, chemical and other engineers could be recruited within the range of grades GS-7, GS-9 and GS-11.

3. FACTS BEARING ON THE PROBLEM.--

25X1A a. [REDACTED] received approval from the DD/A, the Assistant Director (personnel), and the Assistant Deputy Director (Administration) for Security, of a program to recruit ~~minimum~~ engineers graduating from accredited schools to form the nucleus of a research group which will conduct fundamental research on problems which are presently outside the scope of TSS activities.

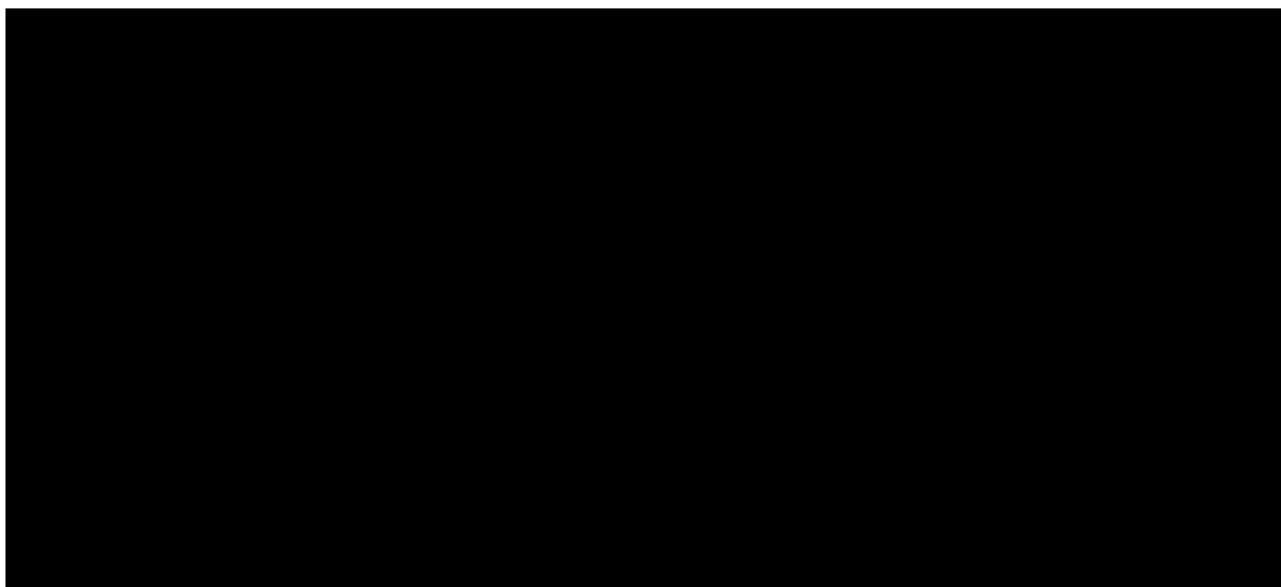
25X1A b. During the week of 15 April 1952, [REDACTED] together with representatives of Personnel Procurement and the Office of Security, conducted interviews at M.I.T. and made employment offers to sixteen (16) students. These offers of employment ranged from GS-7 to GS-11. Clearances are expected by 1 June 1952, and candidates are expected to enter on duty approximately 10 June 1952.

~~SECRET~~

Security Information

c. TSS current strength and number of vacancies by Division is as follows:

<u>Division</u>	<u>Authorized T/O</u>	<u>Number on Duty</u>	<u>Number in Process</u>	<u>Vacancies</u>



e. Establishment of a Scientific and Technical Pool of 25 engineer positions would require an increase in the personnel ceiling for Fiscal Year 1952

f. Existing vacancies under the present T/O are not adaptable to the recruitment of engineers. Therefore, 25 of the present vacancies should be "frozen" and the T/O changed to provide for recruitment of engineers during the remainder of Fiscal Year 1952.

4. DISCUSSION.--The above program is based on the theory that the TSS missions can best be fulfilled through recruitment of graduating engineers for a period of at least three years and devoting the first year of service to an all-round training program in the various divisions in accordance with their specialties. At the conclusion of one year of satisfactory service, each engineer would be assigned to a position in the appropriate division.

5. CONCLUSIONS.--In order to implement the above program, TCS will require authority at the earliest possible time to recruit 25 engineers within a flexible

~~SECRET~~
Security Information

range of grades GS-7, GS-9, and GS-11 for a period of training. These personnel should be in a Scientific and Technical Pool under the Office of the Chief in order that they may receive training in various divisions in accordance with their specialties.

6. ACTION RECOMMENDED:--

- a. Change in T/O ~~xxxxxx~~ to provide 25 "engineer (general)" positions.
- b. Increase in personnel ceiling [REDACTED] to permit entrance on duty early in June of candidates in process and further recruitment of graduating engineers.
- c. Creation of a Scientific and Technical Pool under the Office of the Chief, as indicated in the proposed organization chart attached at Annex.

25X9

[REDACTED]
Acting Chief, TSS/DD/P

25X1A

ANNEX: Proposed Organization Chart

CONCURRENCES:

Deputy Director (Plans)

Chief, Organization and Methods Service

ACTION BY APPROVING AUTHORITY:

~~SECRET~~
Security Information